

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT****OUR MISSION**

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

DIVISION OF HOUSING POLICY DEVELOPMENT (HPD)**MANAGEMENT SERVICES TECHNICIAN****1 HALF-TIME PERMANENT POSITION**

SALARY: RG A - \$1,110.00 - \$1,350.00 Per Month

RG B - \$1,253.50 - \$1,524.50 Per Month

Final Filing Date: January 29, 2003 or Until Filled**DUTIES:**

HPD's primary role is to identify the State's housing needs and develop policy recommendations to meet those needs. HPD prepares and implements the California Statewide Housing Plan, the State's guiding housing policy document; prepares the Consolidated Plan for submission to HUD, ensuring California's receipt of millions of federal housing and community development dollars; administers State housing element law and develops strategies to reduce and remove barriers impeding housing development; and administers grant programs such as the Workforce Housing Incentive Grant program authorized by passage of the Housing Bond (Proposition 46 November 2002). The Management Services Technician will be responsible to:

Provide data collection and analysis in support to the Division unit which includes the day-to-day inputting and development of data summary reports of financial and program data into electronic databases which results in project fund disbursements, programmatic database management activities and meeting reporting requirements.

Provide fiscal support services to meet the needs of the Division's grant programs, other agencies or to the legislature as required.

Research, analyze, and prepare reports in areas related to housing, community development, planning, building codes, and local, State, and federal laws and programs on these subjects.

Perform other administrative and support activities related to the Division's continued development of technical assistance and housing information.

**DESIRABLE
QUALIFICATIONS:**

Strong computer, writing and editing skills; interest in and ability to do independent research involving contracts, fiscal reporting, documentary sources, and numerical data; and ability using personal computer systems (i.e., Outlook 2000, Word 2000, Excel 2000, Powerpoint, etc.).

LOCATION:

Department of Housing and Community Development - HPD
1800 Third Street, Room 430
Sacramento, California

WHO MAY APPLY:

Persons currently at the MST level or who have eligibility for appointment or transfer to this classification. Appointment is subject to SROA and State surplus policies.

**SUBMIT RESUME &
APPLICATION TO:**

Cathy E. Creswell, Deputy Director, HPD
P. O. Box 952053, MS 430
Sacramento, California 95832-0533
(916) 323-3176

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JOB OPPORTUNITY

